

# 16-19 Bursary Fund Policy 2025-2026

## What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - the Education Funding Agency (EFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

## Who is eligible to apply for 16-19 Bursary Funding?

**Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-**

- Students aged at least 16 and under 19 years of age on 31/08/25 who are in care (including unaccompanied asylum seeking students), are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

## Who is *not* eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/25
- Students who do not meet the residency qualifications

## How does the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There are three priority groups, categorised as high, medium and low.

### High priority group

Students aged under 19 on 31/08/25 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Eligible students *may* be able to receive a bursary *of up to* £1200 to cover costs such as transport, equipment etc.

### Medium priority groups

Students who fall into the following categories:

- A. Have a gross total annual household income of below £18,000 – Upper medium priority
- B. Have a gross total annual household income between £18001-£27000 – lower medium priority

Eligible students in this group may be eligible for a contribution towards or provision of:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc. if aged under 19 on 31 August 25, dependent on meeting agreed attendance and behaviour criteria. This will be subject to availability of funds. And will be prioritised as outlined above.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/25
- **Students will be asked to provide receipts as evidence in support of usage of the bursary fund, and where it is evident that the expenditure is not appropriate then we reserve the right to suspend or withdraw payments to the student**

A percentage of the bursary allocation will be kept aside by the school for students in the medium and high priority groups whose circumstances change during the year. These funds will be used towards the cost of school trips, meals and any other educational needs which arise. Any funds remaining at the end of term 5 will be added to the payment made in term 6 to the medium and low priority groups.

**Low priority group:** *those with a gross total annual household income of between £27,000 and £33,000*

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding **after** those in the high and medium priority groups have been awarded. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs

*The payments for the medium and low priority groups will be dependant upon good attendance*

***If attendance falls below 95%, this may result in payments being suspended.***

***Any unauthorised absence will result in a bursary payment being withdrawn.***

To ensure attendance records are accurate, all student absences must be reported on each morning of absence. If this is not possible a note explaining the absence needs to be sent to the school at the earliest possible date following the period of absence.

**We expect to receive most applications by 30<sup>th</sup> September at the start of the academic year** but, where circumstances change, we will continue to accept applications throughout the year meaning that payment amounts may vary. Confirmation of eligibility will be emailed to the student.

# 16-19 Bursary Fund Application Form 2025-2026

Before completing this form please read the Financial Support guidance which is part of this document.

**Proof of entitlement will be required to allow the processing of this form.**

**Please complete this form and return it to the Finance Office**

## Learner Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
How long resident in the UK?	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	
To receive payments, you (the student) <b>must have a bank account in your own name</b> that will accept BACS payments. Bank card to be brought to Finance Office for checking please. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Sort Code	
Account Number	

## Parental/Carer Details

Surname/Family Name	
First Names	
Post Code	
National Insurance Number	
Mobile Phone	
<b>Total household income</b>	EARNED INCOME £ + BENEFITS £ + OTHER INCOME £ = TOTAL HOUSEHOLD INCOME
Number of dependant children aged 18 or below	

**Please provide full details of the items for which you will need support, including anticipated costs**

<b>Transport requirements</b>	
<b>School trips/visits</b>	
<b>Equipment/resources</b>	
<b>Any other items</b>	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

High	Medium A	Medium B	Low
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### High Priority Group

Please enclose proof, if you (the student) are in *one* of the following categories:

1. You are living in care
2. You are disabled and receive *both* Employment and Support Allowance/Universal Credit and Disability Living Allowance/PIP
3. You receive income support/Universal Credit
4. You have recently left care

### Medium and Low Priority Groups (Assessment of income)

If you live in the **parental home**, please ask your parents/carers to provide the necessary information (below).

If you live **independently**, you need to complete the following section **yourself**.

Please enclose proof, if you are in receipt of **one** of the following:

- |                                |                          |  |                          |
|--------------------------------|--------------------------|--|--------------------------|
| Income Support                 | <input type="checkbox"/> | NHS Tax Credit exemption card                                | <input type="checkbox"/> |
| Job Seekers' Allowance (JSA)   | <input type="checkbox"/> | Employment and Support Allowance                             | <input type="checkbox"/> |
| Housing or Council Tax Benefit | <input type="checkbox"/> | Pension Guarantee Credit                                     | <input type="checkbox"/> |
| Working Tax Credit             | <input type="checkbox"/> | Support under part VI of the Immigration and Asylum Act 1999 | <input type="checkbox"/> |
| Universal Credit               | <input type="checkbox"/> |  |                          |

**and please attach proof of household income if not included above**

- |                       |                          |                                    |                          |
|-----------------------|--------------------------|------------------------------------|--------------------------|
| Earnings              | <input type="checkbox"/> | Benefits                           | <input type="checkbox"/> |
| Partner's Earnings    | <input type="checkbox"/> | Unearned Income from other sources | <input type="checkbox"/> |
| Interest from savings | <input type="checkbox"/> | Grants/scholarships                | <input type="checkbox"/> |

**Proof should be in the form of a copy of the 3 most recent Universal Credit monthly award statements or Working Tax Credit statement, NHS Tax Credit exemption card, bank statements, a letter from the Department of Work and Pensions, pay slips and, if you are self-employed, authorised evidence of income.**

#### DATA PROTECTION DECLARATION

Further details are available in the Academy's Data Protection Policy.

I give my consent to The Thomas Deacon Academy recording and processing the information recorded on this form.

The information on this form is required by the Academy to assess your eligibility for financial support with your studies at the Thomas Deacon Academy. The information will be processed solely for that purpose. It will be treated as confidential, but may be passed to government funding agencies. Your application will be retained for 6 years.

**By signing this form students agree to:**

- **Attend all timetabled lessons and achieve a minimum attendance of 95%**
- **Complete and submit all assignments on time**
- **Retain receipts for valid expenses and send them in promptly when asked**
- **Conduct themselves in a manner which adheres to the Thomas Deacon Academy code of conduct**

I confirm that the details are true and accurate and will notify you of any changes

Parent/Carer Signature	Date
Student Signature	Date

